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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

15 February 1950

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SUBJECT: Classified Contract Security

1. This Instruction establishes special procedures normally involved in procuring equipment and services through classified contracts.

2. Contractor Clearance

a. When a need exists for procuring classified equipment or services, procurement of intelligence information excepted, the Assistant Director or Staff Chief concerned shall, prior to contact with prospective contractors, concurrently notify:

(1) The Contracting Officer of the nature of the equipment or services required and consult with the Contracting Officer with respect to prospective contractors available as sources of procurement.

(2) The Inspection and Security Staff of the sensitivity, and, if the project will be submitted to the Projects Review Committee, the approximate date of the hearing.

b. The Contracting Officer will:

(1) Obtain Personnel Security Questionnaires (NME Form 48) from all contractor employees with whom the project will be discussed and forward them to the Inspection and Security Staff.

(2) Prior to furnishing classified material or information to a contractor, the Contracting Officer shall require the contractor to execute an appropriate Secrecy Agreement.

(3) When a contractor is selected the Contracting Officer will provide him with a copy of the CIA Security Requirements for Contractors and advise him of the importance of maintaining CIA security standards.

c. The Chief, Inspection and Security Staff, will:

(1) Review the security classification of the project and advise as to its fitness.

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(2) Conduct security investigations to establish clearance or non-clearance of contractor employees mentioned above, obtain credit rating and general reputation of prospective contractors and will forward appropriate information to the Contracting Officer.

3. Personnel Clearance

a. When the Contracting Officer is reasonably certain that a contract will be awarded, he shall obtain from the contractor, and forward to the Inspection and Security Staff for action, Personnel Security Questionnaires covering all persons who will be directly concerned with the project or cognizant of its nature. When the contract becomes effective, and thereafter, the Contracting Officer will obtain from the contractor and forward to the Inspection and Security Staff Personnel Security Questionnaires covering additional personnel not previously considered who may become aware of the project.

b. The Inspection and Security Staff will inform the Contracting Officer of the results of security investigations, that is, whether clearances are granted or persons are not approved for employment. The Contracting Officer will advise the contractor of security clearances issued. Inspection and Security Staff in coordination with the Contracting Officer will notify the contractor of non-clearances.

c. The Contracting Officer will notify Inspection and Security Staff when the employment of contractor personnel is transferred or terminated and, if for cause, the reasons therefor.

4. Physical Inspections

When a sensitive classified contract is awarded, or upon request of the Contracting Officer, the Inspection and Security Staff shall review available information and if necessary physically inspect the contractor's plant to determine the nature and extent of security precautions required to meet CIA security standards and submit a report of findings.

5. The CIA Security Requirements for Contractors and the Secrecy Agreement will be incorporated into the contract by reference and made a part thereof.

6. The Contracting Officer will advise the Inspection and Security Staff when a contract is completed or terminated. After a contract has been completed or terminated a new security clearance is required for subsequent contracts.

7. The Inspection and Security Staff will notify the Federal Bureau of Investigation of the security features of appropriate classified contracts.

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8. Request for any exceptions to the provisions of this Instruction will be submitted to the Executive with appropriate justification.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



Captain, USN
Executive

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Attachment: CIA Security Requirements for Contractors

DISTRIBUTION: A.

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CIA SECURITY REQUIREMENTS FOR CONTRACTORS

The following information, security measures and safeguards are provided for contractors in order that they may establish practices and procedures which will insure adequate protection for information, material, or equipment of a classified nature pertaining to contracts with the Central Intelligence Agency.

I. SECURITY CLASSIFICATION

1. "Security Classification" is a means of indicating the sensitivity of information, material, or equipment which is to be protected. Security classification is identified by one of four designations, namely, "Top Secret", "Secret", "Confidential", or "Restricted". Material bearing any one of such designations is generally referred to as "Classified".

2. Classified information, material, or equipment shall not be discussed with or made known to unauthorized persons.

3. One of the cardinal principles of security is to restrict the knowledge of classified information only to those persons who must have it. No one should know of classified matter unless he needs to know. Specifically, with respect to classified CIA contracts, it is emphasized that knowledge of the association of CIA with the contract is in all cases one of the primary classified features which must be restricted to the fewest persons possible.

4. The rules set out herein have been made for the purpose of preventing the knowledge of classified information from being gained, either through carelessness or intent, by any unauthorized person or persons.

II. PERSONNEL

1. The contractor will submit immediately, upon request by CIA, Personnel Security Questionnaires to provide information necessary for security clearance, in accordance with CIA standards, for all employees who will have knowledge of the contract or will have access to classified material or information relating to the contract. The number of such persons will be kept to a minimum and an accurate record of their identities maintained.

2. At any time during the course of a classified contract when it is determined that new or additional employees or executives will be required to have access to or knowledge of classified material concerning the contract, Personnel Security Questionnaires will be submitted from such personnel without delay by the contractor to the CIA Contracting Officer.

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3. The Contracting Officer, CIA, shall be notified immediately upon the transfer, for cause, of an employee from work concerned with a classified contract, or upon the termination, for cause, of the employment of any employee who has knowledge of a CIA classified contract, with a statement of the reasons for such transfer or termination.

4. The Contracting Officer, CIA, shall be notified immediately in the event of labor disturbances which might affect the contract.

5. In the event of any impending action which might result in seizure or litigation affecting the security of the contract, the Contracting Officer shall be immediately notified.

6. Contractors shall maintain adequate control of the movements of employees and visitors to insure that only authorized persons have access to the restricted areas and to classified material, equipment, or information relating to the contract. The methods of insuring such control will vary, depending upon the size, organization and physical layout of the plant and the classification of the project. In large organizations, personnel engaged on CIA classified projects shall be provided with a means of identification to gain access to restricted areas.

7. All overtime work must be properly supervised to insure appropriate security safeguards.

III. PROTECTION OF CLASSIFIED INFORMATION, DOCUMENTS, MATERIAL AND EQUIPMENT

1. In view of the wide differences in organization, arrangement and physical make-up of individual plants, no specific requirements pertaining to those physical protection measures, such as fences, identification systems, alarm systems, floodlights, fire prevention and fire fighting measures, etc., are set out herein. Each contractor will provide such protective measures as are considered appropriate by the Contracting Officer or Inspection and Security Staff.

2. The following requirements are considered to be the minimum to afford adequate protection for the majority of sensitive contracts. Modification of some of these requirements may be granted by written authorization from the CIA Contracting Officer whenever such modification appears to be warranted. In the case of "Top Secret" contracts, special indoctrination will be given.

a. Entrance to and egress from a plant or restricted area thereof shall be strictly controlled at all times to admit only authorized persons. The names of authorized visitors will be recorded.

b. Local conditions at the plant, such as physical make-up and the classification of the project, will determine the necessity for guard service. Merchant service patrols are not considered adequate

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protection in cases where twenty-four hour guard service is deemed necessary. In some instances protection during non-working hours by an alarm system approved by CIA will be considered adequate where twenty-four hour guard service is considered necessary.

c. Employees shall be warned against discussing any phase of the contract or their work with any unauthorized person or in the presence of such a person.

d. Telephones will not be used for the discussion of matters pertaining to classified projects unless absolutely necessary. If it becomes necessary to use the telephone, great care must be taken so as not to disclose classified information.

e. Persons other than authorized employees of the contractor, such as prospective sub-contractors, consultants, salesmen, etc., will not be given information or have access to documents, material or equipment pertaining to a classified contract, except on written authorization of CIA.

f. All correspondence and documents which divulge classified information relating to the contract must bear the same classification as the contract. The classification "Top Secret", "Secret", "Confidential", or "Restricted" must be stamped or typed at the top and bottom of each page of every document so classified which is not permanently bound or fastened. Permanently bound classified documents need only be marked as to security classification on the front and back covers, title page, and first and last pages.

g. All classified documents, material or equipment, except "Restricted" must be stored in vaults, safes or cabinets which are locked with 3-way combination locks or approved equivalent. Guards or other acceptable protective measures shall be provided for classified items which are required to be so stored but which are too large to be contained in safes or vaults. "Restricted" documents, material or equipment may be stored in ordinary file cabinets, desk drawers, etc. If approved storage facilities described above are not readily available or if it is impracticable to procure them, the Contracting Officer should be notified immediately in order that specific attention may be given the problem.

h. Material or equipment, of a nature requiring classification, but on which it is impracticable to stamp or affix a classification designation, will be protected, nevertheless, in the manner prescribed above for such classified material or equipment.

i. Employees will not leave rooms unoccupied at any time if classified documents, materials or equipment are exposed. If it is necessary to leave a room unoccupied, all classified material must first be securely locked in the proper safeguarding equipment.

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j. No employee will permit classified papers to be exposed in such a fashion that they could be read by unauthorized persons.

k. Combinations to safes and cabinets in which classified material is stored will be furnished only to those persons who are required to have same. Factory combinations will not be used. The combinations should be changed periodically and in all instances when an employee having knowledge of the combination leaves the employ of the contractor or is transferred to a position in which knowledge of the contract information is no longer necessary.

l. Possession of keys will be restricted to the minimum number of persons practicable for efficient operations and a register shall be maintained of the distribution. The return of all keys shall be required at termination of employment on the contract. If necessary, due to key losses, locks will be changed.

m. A system of "charge-out" records shall be established where practicable for all classified documents or material taken from their storage depositories. Such charge-outs should be checked at the close of each work day to insure the return of all charged out material.

n. Copies of all classified documents relating to CIA contracts must be held to the minimum consistent with operational necessity. Inter-office distribution shall be effected when possible by circulation of one copy with assurance that it is returned to the proper depository.

o. At the close of each work day a security check of the premises must be made by a responsible employee to insure that all classified material has been properly stored and that all repositories are properly locked.

p. In case of loss or compromise of any classified document, material or equipment the Contracting Officer shall be notified immediately.

q. Preliminary drafts, copies, carbons, stencils, stenographic notes, work sheets, spoiled copies, and the like, pertaining to classified matter, until properly disposed of, must be safeguarded in the same manner as classified documents. The disposal of such material should be by burning, under the supervision of a responsible person. Care should be taken not to allow such material to be put in waste baskets and handled in the ordinary manner of waste disposal. Adequate protection of wire, wax and other similar recordings of classified information must be afforded until the classified information is removed.

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r. "Top Secret" material can only be delivered by hand. "Secret" and "Confidential" documents may be transmitted by registered mail. These documents must be double enveloped, the inner envelope showing the security classification and a specific addressee. The outer envelope will not bear the classification of the documents. "Restricted" documents may be sent by ordinary mail without using double envelopes. The envelope must not show the classification.

s. All correspondence with the Contracting Officer or other officials of CIA should be addressed to individuals by name only (without title and without CIA identification) and sent to a P. O. Box number which will be furnished to the contractor by the Contracting Officer. Whenever practicable in preparation and transmission of correspondence, documents, memoranda, etc., between the contractor and CIA, specific identification of CIA shall be omitted; the contract or project number or some other identification should be used. This rule is particularly important also in its application to contractor's inter-office memoranda relative to the contract.

t. Incoming mail shall be handled by an individual who has received CIA security clearance. The inner envelope of classified mail shall be routed to and opened only by the addressee.

u. Shipping addresses for completed products will be furnished in the contract. CIA designation will always be omitted from all shipping addresses, tags, stencils, etc., which are used to mark the finished item for shipping purposes.

v. Brochures advertising literature or other written material prepared by the contractor will not include references to the Central Intelligence Agency or to work performed on its behalf, nor will any such references be made orally.

w. The contractor will not attach or affix name or specification plates or stencils or other markings to equipment which identify the product or equipment as having been produced for the Central Intelligence Agency.

x. An appropriate Secrecy Agreement will be signed by each contractor at the appropriate time, depending upon the circumstances and the nature of the project or contract.

y. If a question arises concerning appropriate security practice it should be referred to the Contracting Officer for advice.

3. Whenever CIA considers it advisable, security inspections of contractor's premises will be made.

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4. The Federal Bureau of Investigation will be notified by CIA of the existence of classified contracts. FBI representatives may be expected to call upon contractors to establish liaison contacts for use in the event of emergency or compromise of information which would threaten the security of classified information, documents, materials or equipment involved in the contract.

5. Effective security is largely a matter of habit and good judgment. Daily operations should be performed in such a manner that security at no time will be compromised. It is not intended, nor is it considered desirable, that these Security Requirements in their entirety be distributed to all employees concerned with the classified contract. However, it is the contractor's responsibility to insure that each employee concerned with the contract is thoroughly indoctrinated with those provisions which are applicable to his participation in the project and signs a Secrecy Agreement in appropriate cases as determined by the Inspection and Security Staff.

6. The contractor agrees to insert in all sub-contracts under this contract involving knowledge of the classified material, provisions which shall conform substantially to the language of the security requirements set forth herein.

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